

Agenda Item Form

Agenda Date: 04/27/04

Districts Affected: #5

Dept. Head/Contact Information: Parks and Recreation Department, Norman Merrifield, (915) 541-4331

Type of Agenda Item:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☒ Other Source: User Fee

Legal:

☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Staffing Table Change will provide staff for the new Eastwood Recreation Center.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salaries to be appropriated in the Eastwood Center User Fee budget.

Statutory or Citizen Concerns:

Demand and needs are met

Departmental Concerns:

These positions enable the department to fulfill the needs of providing recreational and social services to the citizens at the new Eastwood Recreation Center and also to meet the department's missions, functions and objectives.

2004 APR 27 PM 4 36
CITY CLERK DEPARTMENT

DATE:

APR 14 2004

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council:

4/27/04

INITIALS 2004-65

Date sent to Personnel:

REQUESTED EFFECTIVE DATE:
ASAP

DEPARTMENT NAME: Parks and Recreation	(1) HR DEPARTMENT ID PR	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart
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A=add

D=delete

(3)

(4)

(5)

(6)

ACTIONS

*-Position Type

*R/T/C = Regular, Temporary, Contract.

*L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	2-1903	13.48	COFEP	51510075-16338-51063-P500251	9612	Recreation Leader II	R3	R	L
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						

(7) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☒ New Facility ☐ Other (Explain)

(8) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S):

ANTICIPATED IMPACT ON:

(9) DEPARTMENT ORGANIZATION/OPERATIONS

(10) DEPARTMENT BUDGET

(11) DEPARTMENT HEAD SIGNATURE

DATE:

30 March 2004

BUDGET CHANGE

☐ Required ☐ Attached

AMOUNT ADDITIONAL FUNDS

PERSONNEL DEPARTMENT RECOMMENDATION

- ☒ Requested CC and CG is Appropriate
☐ Change Class To
☐ Change Grade To

COMMENTS

PERSONNEL DIRECTOR

DATE

Jerry Bond 3-31-04

O.M.B RECOMMENDATION / C.A.O. APPROVAL

COMMENTS:

OK! David Armenta 4-5-04

RECOMMENDATION

- ☒ Position(s) Recommended
☐ Position(s) Not Recommended

CHIEF FINANCIAL OFFICER

CHIEF ADMINISTRATIVE OFFICER

APPROVED:

DATE